



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Tell and Members of the City Council

THROUGH: David N. Carmany, City Manager

FROM: Jim Arndt, Director of Public Works
Steve Finton, City Engineer

DATE: April 17, 2012

SUBJECT: Professional Services Agreement with Psomas (\$47,601) for Design Services Related to the FY 2012-2015 Rehabilitation of Sewer Manholes Project

RECOMMENDATION:

Staff recommends that City Council authorize the City Manager to award a Professional Services Agreement to Psomas in an amount not to exceed \$47,601 for professional engineering services to design the FY 2012-2015 Rehabilitation of Sewer Manholes Project.

FISCAL IMPLICATIONS:

Funding for the recommended contract is available from appropriations made by City Council through the Capital Improvement Plan as follows:

Table 1 Budget	
Current Design Appropriation (FY 2011-12) to the FY2012-2015 Rehabilitation of Sewer Manholes project. <i>Project No. 12832E</i>	\$100,000

Estimated expenditures for project management, geotechnical, topographic survey and engineering costs are indicated in Table 2 below.

Table 2 Estimated Costs	
Current Design Appropriation (FY 2011-12) to the FY2012-2015 Rehabilitation of Sewer Manholes project. <i>Project No. 12832E</i>	\$100,000
Project Management Costs - Sunbeam Consulting	\$10,124
Recommended Design Agreement with Psomas	\$47,601
Total Estimated Design and Project Management Expenses	\$57,601
Balance	\$42,399

BACKGROUND:

City Council has committed to an aggressive infrastructure investment program. Increases in sewer rates have generated funding needed to make the important infrastructure improvements. The City’s gravity sewer system consists of 81.6 miles underground pipelines accessed by 2031 manholes. Manholes are vertical maintenance access shafts reaching from ground level down to the underground sewer pipes. They are usually located in streets; however, a small number are located in parks or in easements through private properties. Manholes are constructed of concrete or brick and can deteriorate over the years due to vehicle loading, corrosive sewer gases or other causes.

In 2008 and 2009, 1075 (53%) of the City’s 2031 manholes were inspected. Twenty seven manholes were identified as needing rehabilitation. The recommended rehabilitation consists of full replacement, mortar repair, manhole cover replacement and/or application of an interior surface liner. The fiscal year 2011-2012 CIP includes funding to design the rehabilitate these sewer manholes. (See Attachment 1).

In January 2011, Staff issued a request for proposal for On-Call Engineering Services. Fifty-three proposals were received. Staff reviewed the proposals and developed a shortlist of fourteen firms for consideration on City projects over the next three years. Five firms were identified for water main and sewer main design services: AKM Consulting Engineers, Cannon, Psomas, Tetra Tech, Inc. and VA Consulting, Inc. The City solicited proposals from all five firms and received the following proposals.

Rank	Firm	Proposed Fee	Staff Determination
1	Psomas	\$47,601	The proposal from Psomas included all design elements, methods and expertise required for the project. In addition to design work, Psomas will perform an extensive review of rehabilitation alternatives to assist staff in selecting rehabilitation methods. Psomas’ proposal was deemed the most effective proposal submitted for the project.
2	AKM Consulting Engineers	\$69,834	AKM’s proposal was very good, however the fee was deemed to be too high.
3	TetraTech-	\$40,011	TetraTech’s proposal was satisfactory, however it did not include a robust discussion of rehabilitation methods. Being that this is the first manhole rehabilitation project performed by the City, it is important that staff understand the alternatives available.
-	VA Consulting, Inc.	-	Did not submit
-	Cannon	-	Did not submit

Psomas was selected as the most appropriate firm in terms of comprehensive Scope of Work, prior experience, capability of staff, and proposed fee for this project. Upon finalization of the Scope of Work, their final Not to Exceed cost proposal was \$47,601 which is appropriate for this type and magnitude of work.

DISCUSSION:

Under the recommended agreement, Psomas will inspect each manhole, recommend the most effective rehabilitation method and will then prepare plans, specifications and estimates to be used to solicit bids and award a construction contract to perform the work.

It is expected that plans and specifications will be complete and ready for bidding in August 2012 with construction commencing in October 2012.

Attachments:

- 1) Capital Improvement Plan Detail Sheet with Map
- 2) Recommended Agreement with Psomas.

xc: Henry Mitzner, Controller

ATTACHMENT 1
City of Manhattan Beach
2013-2017 Capital Improvement Plan

Project Type: Utilities

Project Title: Rehabilitation of Sewer Manholes FY 2012-13 through FY 2014-15

Description:

Rehabilitation of Sewer Manholes at the following locations:

Street	Manhole	Recommendation	Year/Cost
Highland Ave	19-015	Replace	FY 1011-12 \$100K
1st St	01-080	Repair mortar	
Curtis Ave	05-052	Replace manhole cover and line	
Gates Ave	01-072	Line manhole	
2nd St	01-086	Line manhole	
Duncan Ave	10-039	Line manhole	FY 1012-13 \$150K
18th St	06-244	Line manhole	
8th St	04-054	Line manhole	
Meadows Ave	05-023	Line manhole	
14th St	06-191	Line manhole	
Cedar Way	25-012	Line manhole	FY 1014-15 \$150K
Village Dr.	25-025	Line manhole	
11th St	09-028	Line manhole	
Rowell Ave	05-055	Replace manhole cover	
Flournoy Rd	17-057	Line manhole	
14th St	06-050	Line manhole	FY 1014-15 \$150K
14th St	06-077	Line manhole	
31st St	17-053	Line manhole	
Tennyson St	05-020	Line manhole	
Voorhees Ave	05-005	Line manhole	
The Strand	14-064	Replace manhole cover	FY 1014-15 \$150K
Manhattan Ave	11-116A	Line manhole	
19th St	06-030	Line manhole	
Blanche Rd	17-040	Line manhole	
1st St	01-061	Line manhole	
Marine Ave	15-053	Repair mortar	FY 1014-15 \$150K
Manhattan Ave	11-117	Line manhole	
Locations to be determined through further condition assessment.			FY 1014-15 \$150K

Justification: The above sewer manholes were inspected and determined to require rehabilitation, repair or replacement. This project will rehabilitate, replace and/or repair the sewer manholes listed above. Manholes provide maintenance access to sewer mains.

Project Cost Information:

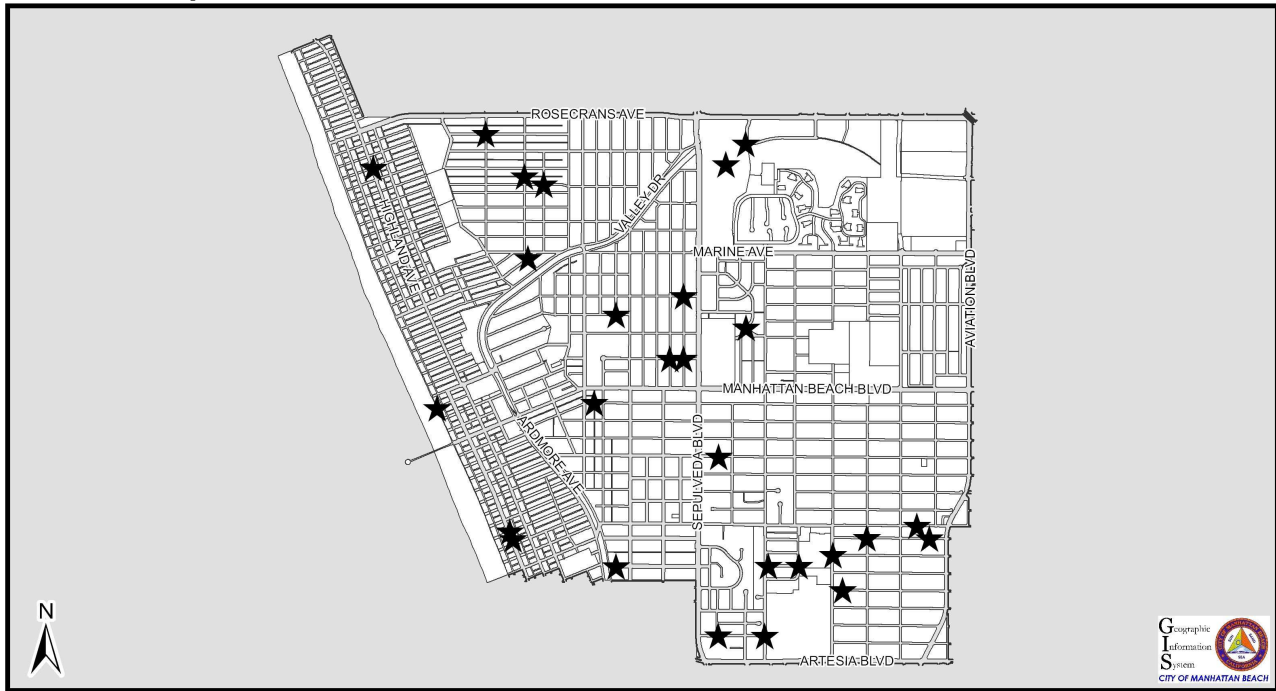
Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Sewer Fund	\$100,000	\$150,000		150,000		150,000	\$550,000
TOTAL	\$100,000	\$150,000		150,000		150,000	\$550,000

ATTACHMENT 1
City of Manhattan Beach
2013-2017 Capital Improvement Plan

**Project Title: Rehabilitation of Sewer Manholes FY 2012-13 through FY 2014-15
Continued**

Location Map:



ATTACHMENT

2

AGREEMENT

THIS AGREEMENT is made this _____ day of April, 2012 by the CITY OF MANHATTAN BEACH, a municipal corporation, ("CITY"), and Psomas, a California corporation ("CONSULTANT").

RECITALS

The following recitals are a substantive part of this Agreement:

1. City is desirous of obtaining services necessary to design the FY 2011-12 through 2014-15 Rehabilitation of Sewer Manholes including rehabilitation of 27 sewer manholes.
2. CONSULTANT is qualified by virtue of experience, training, education, and expertise to accomplish these services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term of Agreement.** This Agreement shall terminate upon completion of Scope of Services, unless earlier terminated as provided below.

1.1 **Termination.** CITY and CONSULTANT shall have the right to terminate this Agreement, without cause, by giving fifteen (15) days written notice. Upon receipt of a termination notice, CONSULTANT shall:

- (1) Promptly discontinue all services affected (unless the notice directs otherwise); and
- (2) Promptly deliver all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by CONSULTANT in performing the Agreement to CITY, whether completed or in progress. CONSULTANT shall be entitled to reasonable compensation for the services it performs up to the date of termination.

2. **Services to be Provided.** The services to be provided hereunder shall be ***those set forth in Exhibit "A", Scope of Work***, which is attached hereto and incorporated herein by this reference.

3. **Compensation.** CONSULTANT shall be compensated as follows:

3.1 Amount. Compensation under this Agreement shall not exceed Forty-Seven Thousand Six Hundred One Dollars (\$47,601.00).

3.2 Payment. For work under this Agreement, payment shall be made per monthly invoice. For extra work not a part of this Agreement, written authorization by CITY will be required, **[payment shall be based on hourly rates in Exhibit "B"]**.

3.3 Expenses. CONSULTANT shall not be entitled to any additional compensation for expenses.

4. Professional Standards. CONSULTANT shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice, and materials furnished under this Agreement.

5. Time of Performance. CONSULTANT shall complete all services required hereunder as and when directed by CITY **[as set forth in Exhibit "C"]**. However, CITY in its sole discretion may extend the time for performance of any service.

6. Employees and Subcontractors. CONSULTANT may, at CONSULTANT'S sole cost and expense, employ such other person(s) as may, in the opinion of CONSULTANT, be needed to comply with the terms of this Agreement, if such person(s) possess(es) the necessary qualifications to perform such services. If such person(s) is/are employed to perform a portion of the scope of work, the engagement of such person(s) shall be subject to the prior approval of the CITY.

7. Insurance Requirements.

7.1 Commencement of Work. CONSULTANT shall not commence work under this Agreement until it has obtained CITY approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as indicated below, CONSULTANT must have and maintain in place, all of the insurance coverages required in this Section 7. CONSULTANT'S insurance shall comply with all items specified by this Agreement. Any subcontractors shall be subject to all of the requirements of this Section 7 and CONSULTANT shall be responsible to obtain evidence of insurance from each subcontractor and provide it to CITY before the subcontractor commences work.

All insurance policies used to satisfy the requirements imposed hereunder shall be issued by

insurers authorized to do business in the State of California. Insurers shall have a current A.M. Best's rating of not less than A-:VII unless otherwise approved by CITY.

7.2 Coverages, Limits and Policy Requirements.
CONSULTANT shall maintain the types of coverages and limits indicated below:

(1) COMMERCIAL GENERAL LIABILITY INSURANCE - a policy for occurrence coverage, including all coverages provided by and to the extent afforded by Insurance Services Office Form CG 0001 ed. 11/88 or 11/85, with no special limitations affecting CITY. The limit for all coverages under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence. CITY, its employees, officials and agents, shall be added as additional insureds by endorsement to the policy. The insurer shall agree to provide the City with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. The policy shall contain no provision that would make this policy excess over, contributory with, or invalidated by the existence of any insurance, self-insurance or other risk financing program maintained by CITY. In the event the policy contains such an "other insurance" clause, the policy shall be modified by endorsement to show that it is primary for any claim arising out of the work performed under this Agreement. The City of Manhattan Beach Insurance Endorsement Form No. 1 (General Liability) must be executed by the applicable insurance underwriters.

(2) COMMERCIAL AUTO LIABILITY INSURANCE - a policy including all coverages provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting the CITY. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000) per accident. CITY, its employees, officials and agents, shall be added as additional insureds by endorsement to the policy. The insurer shall agree to provide the City with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. The policy shall contain no provision that would make this policy excess over, contributory

with, or invalidated by the existence of any insurance, self-insurance or other risk financing program maintained by CITY. In the event the policy contains such an "other insurance" clause, the policy shall be modified by endorsement to show that it is primary for any claim arising out of the work performed under this Agreement. The City of Manhattan Beach Insurance Endorsement Form No. 2 (Auto) must be executed by the applicable insurance underwriters.

(3) WORKERS' COMPENSATION INSURANCE - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. Employers Liability Insurance with a minimum limit of no less than one million dollars (\$1,000,000) per claim. The policy shall contain, or be endorsed to include, a waiver of subrogation in favor of CITY.

(4) PROFESSIONAL ERRORS & OMISSIONS - a policy with minimum limits of one million dollars (\$1,000,000) per claim and aggregate. This policy shall be issued by an insurance company which is qualified to do business in the State of California and contain a clause that the policy may not be canceled until thirty (30) days written notice of cancellation is mailed to CITY.

7.3 Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit CONSULTANT'S liability hereunder, nor to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against CITY for payment of premiums or other amounts with respect thereto. CITY shall notify CONSULTANT in writing of changes in the insurance requirements. If CONSULTANT does not deposit copies of acceptable insurance policies with CITY incorporating such changes within sixty (60) days of receipt of such notice, CONSULTANT shall be deemed in default hereunder.

Any deductibles or self-insured retentions must be declared to and approved by CITY. Any deductible exceeding an amount acceptable to CITY shall be subject to the following changes:

- (1) either the insurer shall eliminate, or reduce, such deductibles or self-insured

retentions with respect to CITY and its officials, employees and agents (with additional premium, if any, to be paid by CONSULTANT) ; or

- (2) CONSULTANT shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration, and defense expenses.

7.4 Verification of Compliance. CONSULTANT shall furnish CITY with original endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by CITY before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, CONSULTANT shall deliver to CITY a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefor, or accompanied by other proof of payment satisfactory to CITY.

8. Non-Liability of Officials and Employees of the CITY. No official or employee of CITY shall be personally liable for any default or liability under this Agreement.

9. Non-Discrimination. CONSULTANT covenants there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.

10. Independent Contractor. It is agreed that CONSULTANT shall act and be an independent contractor and not an agent or employee of CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.

11. Compliance with Law. CONSULTANT shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.

12. Ownership of Work Product. All documents or other information created, developed or received by CONSULTANT shall, for purposes of copyright law, be deemed works made for hire for CITY by CONSULTANT as CITY'S employee(s) for hire and shall be the sole property of CITY. CONSULTANT shall provide CITY with copies of these items upon demand and in any event, upon termination or expiration of the term of this Agreement.

13. Conflict of Interest and Reporting. CONSULTANT shall at all times avoid conflict of interest, or appearance of conflict of interest, in performance of this Agreement.

14. **Notices.** All notices shall be personally delivered or mailed to the below listed addresses. These addresses shall be used for delivery of service of process.

a. Address of CONSULTANT is as follows:

Psomas

3 Hutton Center Drive, Suite 200

Santa Ana, CA 92707

b. Address of CITY is as follows:

City of Manhattan Beach
1400 Highland Ave
Manhattan Beach, CA 90266

(with a copy to):

City Attorney
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

15. **Consultant's Proposal.** This Agreement shall include CONSULTANT'S proposal or bid which is incorporated herein. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

16. **Licenses, Permits, and Fees.** CONSULTANT shall obtain a Manhattan Beach Business License, all permits, and licenses as may be required by this Agreement.

17. **Familiarity with Work.** By executing this Agreement, CONSULTANT warrants that:

- (1) it has investigated the work to be performed;
- (2) it has investigated the site of the work and is aware of all conditions there; and
- (3) it understands the difficulties and restrictions of the work under this Agreement. Should CONSULTANT discover any conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY and shall not proceed, except at CONSULTANT'S risk, until written instructions are received from CITY.

18. **Time of Essence.** Time is of the essence in the performance of this Agreement.

19. Limitations Upon Subcontracting and Assignment.

Neither this Agreement, or any portion, shall be assigned by CONSULTANT without prior written consent of CITY.

20. Authority to Execute.

The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

21. Indemnification.

21.1. Indemnity for Design Professional Services.

CONSULTANT is considered a "design professional" as that term is defined in Civil Code Section 2782.8. In connection with its design professional services, CONSULTANT shall hold harmless and indemnify CITY, and its elected officials, officers, employees, servants, designated volunteers, and those CITY agents serving as independent Consultants in the role of CITY officials (collectively, "Indemnitees"), with respect to any and all claims, demands, damages, liabilities, losses, costs or expenses, including reimbursement of attorneys' fees and costs of defense (collectively, "Claims" hereinafter), including but not limited to Claims relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to in whole or in part to the negligence, recklessness, or willful misconduct of CONSULTANT or any of its officers, employees, subcontractors, or agents in the performance of its design professional services under this Agreement.

21.2 Other Indemnities.

In connection with any and all claims, demands, damages, liabilities, losses, costs or expenses, including attorneys' fees and costs of defense (collectively, "Damages" hereinafter) not covered by Section 21.1, CONSULTANT shall defend, hold harmless and indemnify the Indemnitees with respect to any and all Damages, including but not limited to, Damages relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to the acts or omissions of CONSULTANT or any of its officers, employees, subcontractors, or agents in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses. With respect such Claims, CONSULTANT shall defend CITY, with counsel of CITY's choice, at CONSULTANT's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against CITY. CONSULTANT shall reimburse CITY for any and all legal expenses and costs actually incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONSULTANT's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by CONSULTANT or CITY. All duties of CONSULTANT under this Section shall survive termination of this Agreement.

22. Modification.

This Agreement constitutes the entire agreement between the parties and supersedes any other agreements, oral or written. No promises, other than those

included in this Agreement, shall be valid. This Agreement may be modified only by a written agreement executed by CITY and CONSULTANT.

23. **California Law.** This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the appropriate branch of the Los Angeles County Municipal or Superior Court.

24. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties.


25. **Preservation of Agreement.** Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

26. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that representations by any party not embodied herein, and any other agreements, statements, or promises concerning the subject matter of this Agreement, not contained in this Agreement, shall not be valid and binding. Any modification of this Agreement will be effective only if it is in writing signed by the parties. Any issue with respect to the interpretation or construction of this Agreement is to be resolved without resorting to the presumption that ambiguities should be construed against the drafter.

27. **Attorneys' Fees.** In the event that legal action is necessary to enforce the provisions of the Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover attorneys' fees and court costs from the opposing party.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the day and year first shown above.

CONSULTANT

By 
Michael D. Swan, Vice President

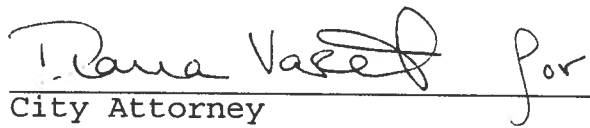
CITY OF MANHATTAN BEACH

By _____
David N. Carmany, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

 for
City Attorney


Public Works Approval

EXHIBIT A - Scope of Work

PROJECT UNDERSTANDING

The City of Manhattan Beach maintains and operates 85 miles of sanitary sewer mains. The City recently completed a Wastewater Master Plan that included video inspection of 45 miles of sewer mains. Since the completion of the Wastewater Master Plan, another 20 miles of sewers have been video inspected and the City will continue video inspection of the remainder of the sewer system over the next two years. Damaged sewer manholes were detected at many locations in the sewer system. Projects to repair the damaged manholes were included in the five-year Capital Improvement Program adopted by the City Council on June 15, 2010. This project will repair sewer manholes at various locations throughout the City.

The following manholes are to be repaired under this project, including the recommended repair method:

Street	Manhole	Recommended Method
Highland Ave	19-015	Full Replacement
1 st Street	01-080	Repair Mortar
Curtis Ave	05-052	Replace MH Cover & MH Lining
Gates Ave	01-072	MH Lining
2 nd Street	01-086	MH Lining
Duncan Ave	10-039	MH Lining
18 th Street	06-244	MH Lining
18 th Street	04-054	MH Lining
Meadows Ave	05-023	MH Lining
14 th Street	06-191	MH Lining
Cedar Way	25-012	MH Lining
Village Drive	25-025	MH Lining
11 th Street	09-028	MH Lining
Rowell Ave	05-055	Replace MH Cover
Floumoy Rd	17-057	MH Lining
14 th Street	06-050	MH Lining
14 th Street	06-077	MH Lining
31 st Street	17-053	MH Lining
Tennyson Street	05-020	MH Lining
Voorhees Ave	05-005	MH Lining
The Strand	14-064	Replace MH Cover
Manhattan Ave	11-116A	MH Lining
19 th Street	06-030	MH Lining
Blanche Rd	17-040	MH Lining
1 st Street	01-061	MH Lining
Marine Ave	15-053	Repair Mortar
Manhattan Ave	11-117	MH Lining

EXHIBIT A - Scope of Work Cont'd

SCOPE OF WORK

Based on the Scope of Services outlined in the Request for Proposal (RFP), which is incorporated herein by reference as an integral part of this proposal, the following is our proposed Scope of Work to complete the project.

Task 1 – Project Management, Meetings and Coordination

- 1.1 Project Management – Provide project management to ensure adherence to the project schedule and budget and to document all communication between Psomas and City. Submit monthly status reports detailing project progress and monthly invoice.

Deliverables: Monthly Status Reports, Monthly Invoices.

- 1.2 Meetings – At the commencement of the project, Psomas will hold a “kick-off” meeting with City staff to discuss the scope and parameters of the project. Arrange for and participate in review meetings with City staff to review progress of the project work and exchange ideas and information at the 50% and 90% design stages. We assume the final design comments will not require a review meeting, but may be addressed via telephone and/or email.

Prepare and submit minutes for each project meeting summarizing the participating personnel, key discussion comments and decisions, documents delivered or received and actions required.

Deliverables: Meeting Minutes.

EXHIBIT A - Scope of Work Cont'd

Task II - Preliminary Investigations and Design

The task is dedicated to collecting information available from the City and performing a detailed field reconnaissance to visit each manhole location and to note all visible relevant features in proximity to the manhole including major utility structures within the street right-of-way, and existing driveways to frontage properties. Traffic control requirements will be observed, discussed, and determined with City staff during this field reconnaissance.

- 2.1 Records & Data Search – Perform record and data search consisting of existing water, sewer, and other utilities in the immediate vicinity of the one manhole to be removed and replaced. In addition, document contact and coordinate with other public and private agencies/entities involved to inform them about the project and obtain their records, approval, and permit requirements. Utility companies will include Gas Company, Verizon, Southern California Edison, Adelphia/Time Warner, and others with infrastructures in the area.

Deliverables: Utility Coordination Tables and Coordination Correspondence.

- 2.2 Field Reconnaissance & Survey Verification – Request site survey for the one manhole to be removed and replaced. Conduct detailed field check of project streets to note surface locations of existing utilities and invert depths, where possible. In addition, perform thorough field inspection of water meter locations, public improvement and private property improvements adjacent to the manhole to be removed and replaced. Compare field conditions with site survey map provided by the City.

Deliverables: None.

- 2.3 Manhole Lining Methods/Techniques Technical Memorandum – Prepare a Tech Memo and present to City staff outlining the various methods available with approximate costs and useful life for City review and recommendation on which method to use on this project.

Deliverables: Manhole Lining Tech Memo.

EXHIBIT A – Scope of Work Cont'd

Task III - Final Engineering

- 3.1 Permits, Public/Private Agency, Utility Coordination – Coordinate and submit the 90% Construction Drawings to utility companies with copies of all correspondence and submittals to the City. Comments received from the various agencies will be incorporated into the final design.

Deliverables: Agency Coordination Correspondence.

- 3.2 Utility Verification – Since there is only one manhole location where excavation will be required, no potholing has been assumed. If an underground utility is discovered in close proximity to this one manhole during utility research and plans are not available with adequate assurance of its elevation, a discussion will be held with City staff to determine the recommended course of action. Since the sewer is likely the deepest utility in the street, a conservative approach would be to note the utility and indicate that its depth is unknown but that it will need to be potholed and protected in place by the Contractor. Therefore, no potholing should be required.

Deliverables: None.

- 3.3 Construction Plans, Technical Specifications, and Engineer's Estimate at 50%, 90%, and Final Stages of Design – Prepare construction drawings, technical specifications, and engineer's construction cost estimate incorporating any comments received from the City, utility companies, and outside agencies. The construction specifications will include the City's contract boiler plate documents, construction sequencing, and technical specifications. The construction plans will consist of the following sheets at a minimum:

- A. Cover
- B. Construction and General Notes, Abbreviations, Legend, Standard Plans and Typical Details (1 sheet)
- C. Plan View Locations & Table Describing Rehabilitation Method (4 sheets)
- D. Miscellaneous Construction Details – Section for Replacement Manhole
- E. Traffic Control Plans (1 Sheet)

Detailed locations for each manhole will be shown using six locations windowed on each plan sheet (2 rows of 3 windows per sheet). Because some manholes are close enough together to show two to a window, the 27 separate locations can be detailed on 4 plan sheets. Three (3) sets of the Progress Submittal Package will be sent to the City for review at 50%, 90%, and Final Design Milestones. Construction plans will utilize the City's standard title block. Technical specifications and cost estimates will be submitted with the 90% and Final design milestones.

Deliverables: 3 copies of 50% Design Submittal, and 90% Design Submittal, and Final Design Submittal.

- 3.4 Final Deliverable – Submit one bond copy of the construction plans, a reverse read mylar set, and one loose bound bond copy of the specifications, stamped by a registered civil engineer in State of California.

Deliverables: Final Deliverable which includes one bond copy of construction plans; one mylar copy of construction plans; and one unbound copy of project specifications.

EXHIBIT A - Scope of Work Cont'd

City will provide the following for use on the project:

- ▶ Available record drawings and documents relating to existing facilities
- ▶ Survey base map for the area immediately surrounding the one manhole to be removed and replaced in AutoCAD format
- ▶ Front-end and boiler plate specification sections in Word format, and
- ▶ Geotechnical Report for the area near the one manhole to be replaced, if required.

Exhibit B - Compensation

CITY OF MANHATTAN BEACH
 Rehabilitation of Sewer Manholes FY 2012-13 through 2014-15
 Fee Proposal

Scope of Work Tasks	Labor Hours							Total Hours	Labor Fee	Direct Costs	Total Fee
	PM	QC	PE	Staff	CADD	Admin					
	\$ 210	\$ 196	\$ 110	\$ 117	\$ 118	\$ 75					
TASK I - Project Management, Meetings and Coordination											
1.1 Project Management	8	0	0	0	0	3	11	\$1,905	\$0	\$1,905	
1.2 Meetings	8	0	0	0	0	0	8	\$1,680	\$150	\$1,830	
Subtotal Task I -	16	0	0	0	0	3	19	\$3,585	\$150	\$3,735	
TASK II - Preliminary Investigation & Design											
2.1 Records and Data Search	0	0	2	8	0	0	10	\$1,156	\$0	\$1,156	
2.2 Field Reconnaissance and Survey Verification	0	0	16	0	2	0	18	\$1,996	\$150	\$2,146	
2.3 Manhole Lining Methods/Techniques Tech Memo	2	2	0	16	0	0	20	\$2,684	\$0	\$2,684	
Subtotal Task II -	2	2	18	24	2	0	48	\$5,836	\$150	\$5,986	
TASK III - Final Engineering											
3.1 Permits, Public/Private Agency, Utility Coordination	0	0	0	4	2	0	6	\$704	\$0	\$704	
3.2 Utility Verification	1	0	0	4	0	0	5	\$676	\$0	\$676	
3.3 Prepare Plans, Specs, and Estimate (50%, 90%, and Final)	18	8	196	42	12	8	284	\$33,838	\$500	\$34,338	
3.4 Final Deliverable	1	0	8	2	2	4	17	\$1,860	\$300	\$2,160	
Subtotal Task III -	20	8	204	52	16	12	312	\$37,080	\$800	\$37,880	
Total Estimated Hours and Fee -	38	10	222	76	18	15	379	\$46,501	\$1,100	\$47,601	

Legend

Personnel Staff

PM - Project Manager (Michael Swan, \$210/hr)
 QC - Quality Assurance (Joe Boyle, \$196/hr)
 PE - Project Engineer (Casey Raines, \$110/hr)
 SE - Staff Engineer (Nancy Heim, \$117/hr)
 CADD - CAD Designer (John Kaneshiro, \$118/hr)
 Admin - Project Assistant Administration (Vanessa Scott, \$75/hr)

PSOMAS

Exhibit C - Time of Performance

CITY OF MANHATTAN BEACH
 Rehabilitation of Sewer Manholes FY 2012-13 through 2014-15
 Project Schedule

Task Name	Start	Finish	Duration	May 2012	June 2012	July 2012	August 2012
Task I - Project Management, Meetings/Coordination	Tue 5/1/12	Tue 8/21/12	81 days	4/22 4/29	5/6 5/13 5/20 5/27 6/3 6/10 6/17 6/24	7/1 7/8 7/15 7/22 7/29	8/5 8/12 8/19 8/26
Notice to Proceed	Tue 5/1/12	Tue 5/1/12	0 days	5/1			
Kick Off Meeting	Wed 5/2/12	Wed 5/2/12	0 days	5/2			
50% Review Meeting	Tue 6/26/12	Tue 6/26/12	0 days		6/26		
90% Review Meeting	Wed 8/1/12	Wed 8/1/12	1 day			8/1	
Coordinate Project Team/Contract Administration	Wed 5/2/12	Tue 8/21/12	80 days				
Task II - Preliminary Investigation and Design	Thu 5/3/12	Fri 5/18/12	12 days				
Records and Data Search	Thu 5/3/12	Wed 5/16/12	10 days				
Field Reconnaissance and Survey Verification	Thu 5/17/12	Fri 5/18/12	2 days				
Manhole Lining Methods/Techniques Tech Memo	Thu 5/3/12	Wed 5/9/12	5 days				
City Review of Manhole Lining Tech Memo	Thu 5/10/12	Wed 5/16/12	5 days				
Revise & Resubmit Final Manhole Lining Tech Memo	Thu 5/17/12	Fri 5/18/12	2 days				
Task III - Final Engineering	Mon 5/21/12	Tue 8/21/12	67 days				
Prepare 50% Construction Plans	Mon 5/21/12	Tue 6/12/12	17 days				
Submit 50% Construction Plans	Tue 6/12/12	Tue 6/12/12	0 days				
City Review of 50% Design Package	Wed 6/13/12	Tue 6/26/12	10 days		6/12		
Prepare 90% Plans, Specs and Estimate	Wed 6/27/12	Tue 7/17/12	15 days				
Submit 90% Design Package	Tue 7/17/12	Tue 7/17/12	0 days				
City Review of 90% Design Package	Wed 7/18/12	Tue 7/31/12	10 days			7/17	
Prepare Final Plans, Specs and Estimate	Thu 8/2/12	Fri 8/10/12	7 days				
Submit Final Design Package	Fri 8/10/12	Fri 8/10/12	0 days				
City Review of Final Design Package	Mon 8/13/12	Fri 8/17/12	5 days				8/10
Prepare Final Mylars and Specs	Mon 8/20/12	Tue 8/21/12	2 days				
Submit Final Mylars and Specs	Tue 8/21/12	Tue 8/21/12	0 days				8/21

Note: Duration is in working days

Task Milestone or Meeting Summary City Review